

PUBLIC PURCHASE VENDOR REGISTRATION

Vendor Registration

Registering to be a Public Purchase Vendor is fast, simple, and, best of all, FREE! Public Purchase is an eProcurement system that connects government agencies to vendors across the nation. It was designed to connect vendors to the vast government and educational market. Public Purchase brings government buyers and vendors together through bid notifications.

In order to register for free, go to www.publicpurchase.com . **Free Registration is a TWO-PART process.** *First* register with the website. *Second* register with the agencies you wish to work with.

Vendor Registration - Part 1 (Website)

Federal, State and Local Government Agencies buy over \$3 trillion a year of goods and services.

Every month, thousands of contracts, bids, and requests for proposals (RFPs) are posted on the Internet by Federal, State, City, County and School District Agencies!

If you have never sold your product to a government agency our service can help you become a successful government vendor. If you already sell to government we can help you secure significantly more business.

Our system maintains the largest and most complete database of government bid opportunities in the nation. It uses proprietary technology to provide information that gives a competitive edge to vendors who add our premium service to the basic FREE bid notification we offer to all vendors.



START BROWSING NOW

Select Region ▾
Select Agency ▾



BEST DEAL

- All the benefits of free registration
- Gain access to 9,770+ government institutions
- Take greater market control with 167,200+ bid opportunities
- Receive customized results for your area and business sector
- Search for unique bids on our system
- Take advantage of flat membership plans with no hidden fees

[Go to Register](#)

[\[More Info\]](#)



FREE REGISTRATION

- Receive automatic bid notifications from over 1,020 Government Institutions.
- Respond to their bid opportunities electronically - saving you time and money.

[Go to Register](#)

[\[More Info\]](#)

On the home page you will see an area to help you register to be a vendor on Public Purchase. Click on the "Go to Register" button to start your registration.



FREE REGISTRATION

- Receive automatic bid notifications from over 1,020 Government Institutions.
- Respond to their bid opportunities electronically - saving you time and money.

[Go to Register](#)

You will be directed to the Vendor Registration page. Public Purchase Vendor Registration is a 7-Step process.

Vendor Registration

| | | | | | | |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|
| Step 1 Plan | Step 2 Company Info | Step 3 Classifications | Step 4 Regions | Step 5 Notifications | Step 6 Confirmation | Step 7 Complete |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|

Registration Type: **Select a Plan**

This page will take you through *Step 1: Plan*. Here you will be able to select one of the Registration options. You can choose our *Free Registration* or *Bid Syndication*, which requires a yearly fee. Click on the "*Free Registration*" button.

Register for Free

The Public Purchase Bid Board posts business opportunities from over 1020 Government Institutions and has millions of dollars in government bids each year. You can register directly with any of these agencies. All Business opportunities are available online and available for download. Many bids allow you to respond electronically saving your company precious time and money. Accessing the Bid Board and responding to bids is absolutely FREE.

- Sell to over 1020 Government agencies
- Respond to documents electronically such as W-9's
- Cut your costs in responding Electronically
- Free Registration

[\[More Info\]](#)

[Free Registration](#)

Register for Bid Syndication

Let us do the work for you! Our Bid Syndication completely automates the entire bid market place. Our Proprietary system syndicates the market place by scanning and syndicating thousands of Bids across the country. No more searching for work. The business is now waiting for you in your Inbox. Its a THREE TRILLION DOLLAR a year industry. What part of this is yours? Click on Bid Syndication below and see what is available for your business today. Bid syndication starts at: \$399.00 for 12 months .

- All the benefits of free registration
- No researching for bids
- Customized results for your area and business
- 166,500+ bid opportunities
- Cut costs in finding and responding to bids
- Monitoring 9,770+ Government Institutions

[\[More Info\]](#)

[Register for Bid Syndication](#)

Step 2: Company - This page will ask you to enter your company's information. All of the **bolded** information is required, however, you can choose to add additional information such as your DBA, Tax ID, DUS Number, website address or upload your company logo. We strongly encourage you to enter a brief business description. This will assist your agencies in getting to know you as a company.

Vendor Registration

| | | | | | | |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|
| Step 1 Plan | Step 2 Company Info | Step 3 Classifications | Step 4 Regions | Step 5 Notifications | Step 6 Confirmation | Step 7 Complete |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|

Company Information

| | | |
|------------------------|--|---|
| Company name | <input type="text"/> | |
| DBA | <input type="text"/> | (optional) |
| Address | <input type="text"/> | |
| | <input type="text"/> | (optional) |
| | <input type="text"/> | (optional) |
| City | <input type="text"/> | |
| State/Prov | Select <input type="button" value="v"/> | |
| Zip/Postal Code | <input type="text"/> | |
| Country | United States <input type="button" value="v"/> | |
| Time Zone | <input type="text"/> | <input type="button" value="v"/> |
| Website Address | <input type="text"/> | (optional) |
| Federal Tax Id | <input type="text"/> | (optional) |
| DUNS Number | <input type="text"/> | (optional) |
| In Business Since | <input type="text"/> | (for example, 1998) (optional) |
| Company Type | <input type="text"/> | <input type="button" value="v"/> (optional) |
| Business Description | <input type="text"/> | (optional) |
| Company Logo | <input type="button" value="Upload File"/> | |

You will also be asked to enter your *Main Contact's* information. **This is critical to your registration**, as we will need to contact your company to verify your information in order to complete your registration.

Main Contact

First Name Middle Initial (optional)

Last Name

Email Address

Important: Several free email providers will block email from any sender who is not in your address book/contact list. This is particularly true for Yahoo email accounts. Please make sure you add to your address book/contact list the following emails **BEFORE** registering:

- notices@publicpurchase.com
- support@publicpurchase.com
- supportrep@publicpurchase.com

Phone Number ext

Fax Number

☒ Same address as the Company

At the bottom of the page you will be asked to enter a *Username* and *Password*. Please select something that is easy for you to remember. Your password will need to be **at least 6 characters with at least 1 number**.

User Name

Username

Password Verify Password

Click "*Next Step*" to save your company information and move forward with your registration.

Back

Cancel

Next Step

Step 3: Classifications - Here you will be asked to choose your company's classification codes using NAICS codes.

Vendor Registration

Step 1
Plan

Step 2
Company Info

Step 3
Classifications

Step 4
Regions

Step 5
Notifications

Step 6
Confirmation

Step 7
Complete

Registration Type: **Free Registration**

Classifications you have Selected

You have not selected any classification yet

Browse

Search

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services

You will be able to choose from *NAICS* classification codes to describe your business, once your account has been confirmed.

You can search by clicking the *links* under the “Browse” tab or *keywords* under the “Search” tab if you don't know which codes your company fits under. Another option to searching is using the code number, if known. Simply enter the keyword and choose the best match. **You can select as many as you desire to add to your company profile.**

EXAMPLE:

Browse Search

- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services
- Public administration
- Real estate and rental and leasing
- Retail trade
- Transportation and warehousing
- Utilities
- Wholesale trade

Click the word category, “Construction” in this case, and additional drop-down selections will appear.

- Construction
 - Construction of buildings
 - Heavy and civil engineering construction
 - Specialty trade contractors

Continue the drill down until you see a 6-digit NAICS code. In this example, 236220.

- Construction
 - Construction of buildings
 - Nonresidential building construction
 - Commercial and institutional building construction
 - **[236220] Commercial and institutional building construction**
 - [Definition] [Add]
 - Industrial building construction
 - Residential building construction
 - Heavy and civil engineering construction
 - Specialty trade contractors


Click “[Definition]” if a detailed list of building types is needed, or click “[Add]” to add this classification code to your company profile. This will be used to match the solicitation code to the County’s code, when the “auto release” feature is utilized.

Results if you click [Definition]: (sample is a partial listing)

- **[236220] Commercial and institutional building construction**
 - [Definition] [Add]
 - Addition, alteration and renovation general contractors, commercial and institutional building
 - Addition, alteration and renovation general contractors, commercial warehouse
 - Addition, alteration and renovation general contractors, hotel and motel
 - Addition, alteration and renovation general contractors, industrial warehouse
 - Addition, alteration and renovation operative builders, commercial and institutional building
 - Addition, alteration and renovation operative builders, commercial warehouse
 - Addition, alteration and renovation operative builders, hotel and motel
 - Addition, alteration and renovation operative builders, industrial warehouse
 - Addition, alteration and renovation, commercial and institutional building
 - Addition, alteration and renovation, commercial warehouse
 - Addition, alteration and renovation, hotel and motel
 - Addition, alteration and renovation, industrial warehouse
 - Administration building construction
 - Airport building construction
 - Airport terminal construction
 - Amusement facility construction
 - Animal shelter and clinic construction

Results if you click [Add]:

Classification Codes [\[Add Classifications\]](#)

[236220]  Commercial and institutional building construction

Add as many codes to this solicitation, as required.

The other selection method to get the NAICS code is using the “Search” tab, using *keywords* or if the code is known, search directly for the *code number*.

Select Classifications

Browse

Search

Keyword:

Search

Results:

Select Classifications

Browse

Search

Keyword:

Search

- Construction
 - Construction of buildings
 - Nonresidential building construction
 - Commercial and institutional building construction
 - **[236220] Commercial and institutional building construction** [\[Definition\]](#) [\[Add\]](#)

Select Classifications

Browse

Search

Keyword:

Search

- Construction
 - Construction of buildings
 - Nonresidential building construction
 - Commercial and institutional building construction
 - **[236220] Commercial and institutional building construction** [\[Definition\]](#) [\[Add\]](#)

Step 4: Regions - In this area you will be asked to select all areas, by state, that you are willing to work. This could be nationwide, all states on the West Coast and Hawaii, or simply the state where you are headquartered. Once you've selected the states where you're willing to work, *click* on the *Next Step* button at the bottom of the page.

Vendor Registration

| | | | | | | |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|
| Step 1 Plan | Step 2 Company Info | Step 3 Classifications | Step 4 Regions | Step 5 Notifications | Step 6 Confirmation | Step 7 Complete |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|

Registration Type: **Free Registration**

Select Regions

Please select the regions that you are interested in working with.

[Select All] [Unselect All]

| | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Dakota | <input type="checkbox"/> Saskatchewan |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Tennessee | <input type="checkbox"/> Yukon |
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Michigan | <input type="checkbox"/> Texas | |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Minnesota | <input type="checkbox"/> U.S. Virgin Islands | |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah | |
| <input checked="" type="checkbox"/> California ← | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont | |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia | |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Nebraska | <input checked="" type="checkbox"/> Washington ← | |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia | |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin | |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming | |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Mexico | <input type="checkbox"/> Alberta | |
| <input checked="" type="checkbox"/> Guam ← | <input type="checkbox"/> New York | <input type="checkbox"/> British Columbia | |
| <input checked="" type="checkbox"/> Hawaii ← | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Manitoba | |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> North Dakota | <input type="checkbox"/> New Brunswick | |

Step 5: Notifications - Here you will be asked to choose which types of agencies you are interested in working with. These could be Cities, School Districts, Public Works or Colleges and Universities. You will also need to choose when you will be notified of bids. This can be at any stage of the bid process. You can *click [Select All]* in order to keep up with every stage of the bid.

Vendor Registration

| | | | | | | |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|
| Step 1 Plan | Step 2 Company Info | Step 3 Classifications | Step 4 Regions | Step 5 Notifications | Step 6 Confirmation | Step 7 Complete |
|----------------|------------------------|---------------------------|-------------------|-------------------------|------------------------|--------------------|

Registration Type: **Free Registration**

Government Agency Types

Select the types of Government Agencies with which you wish to work:

[Select All] [Unselect All]

| | |
|--|--|
| <input checked="" type="checkbox"/> City/Municipality | <input checked="" type="checkbox"/> Port/Transit/Airport Authority |
| <input checked="" type="checkbox"/> Community College | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> County | <input checked="" type="checkbox"/> School District |
| <input checked="" type="checkbox"/> Federal (including Military) | <input checked="" type="checkbox"/> State |
| <input checked="" type="checkbox"/> Fire Department | <input checked="" type="checkbox"/> University/College |
| <input checked="" type="checkbox"/> Police/Sheriff | <input checked="" type="checkbox"/> Other |

[Select All] [Unselect All]

Notification Messages

I want to be notified when:

[Select All] [Unselect All]

| |
|--|
| <input checked="" type="checkbox"/> My selected classifications match a bid from an agency I am registered with |
| <input checked="" type="checkbox"/> There is a "Bid Reading" notice for a bid I worked on (pre-award) |
| <input checked="" type="checkbox"/> There is an "Intent to Award" notice for a bid I worked on (pre-award) |
| <input checked="" type="checkbox"/> There is an "Notice of Award" for a bid I worked on |
| <input checked="" type="checkbox"/> Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication |

[Select All] [Unselect All]

Step 6: Confirmation - You will now be directed to a Confirmation Page. You will be asked if you wish to complete your *Free Registration*, or if you want to sign up for our *Bid Syndication*. Click *"No, Thank You"* to complete your *Free Registration*.

Vendor Registration

Step 1
Plan

Step 2
Company Info

Step 3
Classifications

Step 4
Regions

Step 5
Notifications

Step 6
Confirmation

Step 7
Complete

Registration Type: **Free Registration**

You have selected Free Registration with Public Purchase. There are MANY business opportunities NOT available with free registration. Listed below are some business opportunities based on YOUR selected classifications and regions of interest available right now. Are you aware of these opportunities? When you sign up for our Bid Syndication service you will have access to all of these opportunities along with enhanced search and browse functionality. Don't miss out. Get more business today!

| Categories | Today | Week | Current | Year |
|---------------------------------------|-------|------|---------|------|
| <input type="checkbox"/> Construction | 20 | 68 | 428 | 3818 |

Bid Syndication Plans
12 months - \$399.00

Do you want to sign up now for Bid Syndication?
If you click "No, Thank you", you will not lose any of your information and will simply continue with Free Registration.

You will now be directed to a page where you will need to verify all of the company information you entered during registration.

Vendor Registration

Step 1
Plan

Step 2
Company Info

Step 3
Classifications

Step 4
Regions

Step 5
Notifications

Step 6
Confirmation

Step 7
Complete

Registration Type: **Free Registration**

Company Information

Company: **Ui's Construction**
DBA:
Address: **small town**
Kekaha, HI, 96752
Time Zone: **Hawaii, Aleutian Islands**
Website Address:
Federal Tax Id:
DUNS Number:
In Business Since:
Company Type:
Business Description:

Main Contact

Name: **Ui Wright**

You will also need to verify your Classifications, Regions, Agency Types and Notification Messages. Once you are sure all is correct, *click "Next Step"* to complete your registration.

Selected Classifications

✓ 236220 Commercial and institutional building construction

Selected Regions

✓ California , Guam , Hawaii , Washington

Agency Types

✓ City/Municipality, Community College, County, Federal (including Military), Fire Department, Police/Sheriff, Port/Transit/Airport Authority, Public Works, School District, State, University/College, Other,

Notification Messages

- ✓ My selected classifications match a bid from an agency I am registered with
- ✓ There is a "Bid Reading" notice for a bid I worked on (pre-award)
- ✓ There is an "Intent to Award" notice for a bid I worked on (pre-award)
- ✓ There is an "Notice of Award" for a bid I worked on
- ✓ Public Purchase finds bids that may be of interest to me and invites me to sign up for bid syndication

[Back](#)

[Cancel](#)

[Next Step](#)

Step 7: Complete - You will now be directed to a page where you will see "Registration Submitted" at the top of the page. Click "Done" and you're ready to go!

Vendor Registration

Step 1
Plan

Step 2
Company Info

Step 3
Classifications


Step 4
Regions

Step 5
Notifications

Step 6
Confirmation

Step 7
Complete

Registration Type: **Free Registration**

 **Registration Submitted**

Your activation request has been submitted. Before we are able to activate your account we will need to verify your information. We may contact you directly to obtain this information. This information includes but is not limited to:

- Email Address
- Phone Number
- Company Name
- Physical Address

This process may take up to 24 hours, Monday - Friday. Once your account is activated you will receive an email with detailed instructions on how to login and utilize Public Purchase.


If you feel you have provided any of this information in error please email vendorsupport@publicpurchase.com.

Account information

Company: **Ui's Construction**

Username: **uigooley**

Done



Public Purchase will verify your company contact information and then your account will be activated. **It can take up to 24-hours, Monday-Friday, to get your account verified and activated.** Once activated, you will *receive an email with instructions* on how to login and use Public Purchase.

Sample verification email:



Contractor,

Public Purchase welcomes you! For your convenience in using our system, we have included a few steps to help you maximize the services our system can offer you. Use of this basic system is free and all the services listed herein are offered to you at no cost. We would appreciate any feedback that you can offer on how we can make the Public Purchase system better for you and your business.

1. Logging In: Now that you are registered and activated you are ready to begin your use of Public Purchase. Click on this link <https://www.publicpurchase.com/gems/login/login> and enter the username and password that you created during registration. Please make sure to book mark this page for future use. You will know if you are logged into Public Purchase if you see logout in the upper left hand corner. You will also be brought to YOUR home page that will list bids you were invited to or are responding to if any.

2. Finding Agencies And Their Bids: There are two ways to find agencies who have registered to use Public Purchase and to find the bids that they have listed with us. Both of these ways are listed below for your convenience.

- **I. Browse Agency Bid Boards:** Right after login you are brought to YOUR home page. You will be able to see bids that you have been invited to and bids that you are responding to if any. On the right hand side of the screen towards the top you will see "Select Region". Click on this drop down box and select the State of the agency you are looking for. Once you have done this click on "Select Agency" and find the agency in the list of agencies in that State registered with us. Once you have selected that agency you will be brought to their bid board and can then see the bids that they currently have out with us or those bids that may have closed.
- **II. Searching Agencies:** Once you have logged into Public Purchase and are at YOUR home page you will be able to see the Tools tab at the top right hand side of the screen. Click on this tab. By default "Agencies" under tools should be selected. If not please select this sub-tab. You will then be given a search box to find the agency(s) that you are looking for. Type in the agency name and make sure the registration status says "all". If it does not please click on the drop down box and select "all". Click on the search button and your agency should appear. You can register with this agency to become part of their vendor database and to receive future bid opportunities by email as will be explained latter in this letter. Or you can view the agency and their bid opportunities. To View the Agency(s) bids click on the View button or the Agency(s) name. This will give you some basic information about this Agency. You can select "Go to Agency Bid Board" under the registration status to view their bids. You can also see your registration status and decide if you want to register with this agency.

3. Registering with an Agency: In order to download any bid documents or respond to an Agency(s) bid electronically you must be registered with that agency. Each Agency can have their own unique registration process on our system. You will need to register with each agency separately if you want to be on that agency's vendor list and be notified of upcoming bid opportunities from that agency. By registering with an agency you are becoming part of their vendor list and will be notified of any future bid opportunities by email based off of the classification codes you selected for that agency at the time of registration. Please follow the steps outlined in the "Finding Agencies And Their Bids" section to find the agency you want to register with. Once this is done you can click on the register button and the system will walk you through a step by step registration process for that agency.

4. Responding to Agency(s) Bids: There are several ways to respond to bids with Public Purchase, please be sure to follow all instructions in the bid to see what has been requested of you by the agency.

5. Selecting Your Classification Codes: Most Agencies that use our system to post their bids use a commodity code as a way to notify their vendors of upcoming bid opportunities. This is an important part of your registration, as you will be notified off of the classification codes you select for your business. Our system allows for many different commodity codes. Each Agency will choose which commodity code they will use. You will have two options in selecting your classification codes for notification of bid opportunities. These options are listed below.

- **I.** Once logged in you can select the Tools tab at the top right hand side of the screen. Under the tools tab you select the classification sub-tab. Click the Classification Codes you use (ie. NIGP, SITC, UNSPSC) from the Headings listed on the left-hand side of the page. This will bring up all of the codes for that particular classification. We suggest that you pick your codes for each type of classification to save time in registering with all agencies down the road. If you are unsure, you can use the search tool to find classifications that would fit your company's needs. Select all of the codes that represent your products and services by clicking on the Add button at the end of each code listing.
- **II.** If you are registering with an agency and have not selected the classification codes already you will be asked to do so during the agency registration process. Public Purchase will remember the classification codes you selected and bring them up for your review upon registration with each agency. You can adjust the commodity codes at anytime during the registration process or by following the steps outlined in the first step above.

Please feel free to contact us with any questions you may have. If more detailed training of the system is required you can request this by emailing support at support@publicpurchase.com. Please be sure and mention what training is needed in your request.

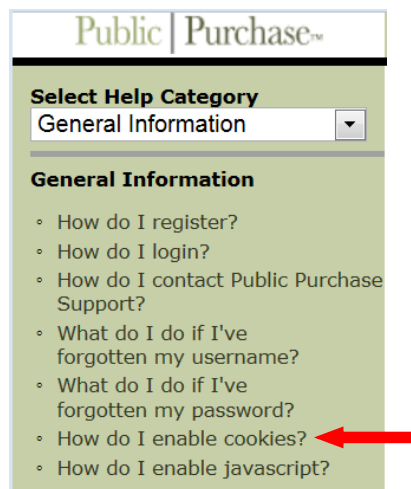
Best Regards,

Public Purchase Support Team

Vendor Registration - Part 2 (Agencies)

Congratulations on setting up your Public Purchase Vendor Account! You should now be able to access your account, and search for agencies that are currently using our site for their bid process. Now you'll need to fulfill the second part of Vendor Registration - *Registering with an agency*.

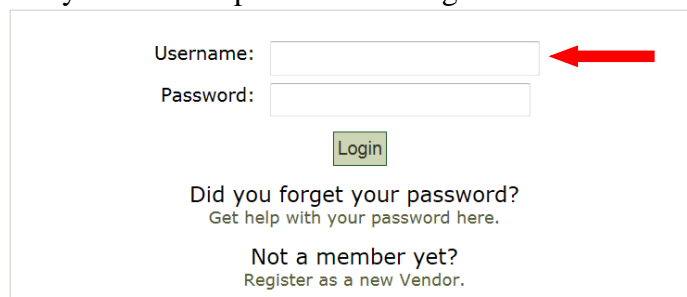
Public Purchase requires cookies to be enabled before you login. A cookie is a small file that is written to your computer when you login or view certain web pages. Public Purchase uses cookies when you login to ensure security and customize your experience during your browsing session. When you close your browser all Public Purchase cookies will be deleted. If you need help with enabling cookies, go to www.publicpurchase.com, then click Help. Hover over the question, "How do I enable cookies?" then click.



To register with an agency you will need to be logged into your account. Click on *Login* on the home page.



You will be directed to our Login page where you will need to enter your Username and Password that you created upon Account Registration.



Username:

Password:

Did you forget your password?
Get help with your password here.

Not a member yet?
Register as a new Vendor.

This will take you to your home page. This is customized for each vendor in that only the bids you are *Invited To* and *Responding To* will show up.

Public | Purchase®

Chat | Help | Logout

Home | Search | Browse | My Stuff | Tools



[Free Market Analysis]

Looking for more business? Click on [Free Market Analysis](#) to see how Bid Syndication can target business for your company. Register for Bid Syndication today and start living the results!!
[Bid Syndication Service]

Bids Invited To 7

| Bid | Agency | Start Date | End Date | Timeleft | Addendums |
|---------|--------|------------|----------|----------|-----------|
| No bids | | | | | |



Bids Responding To

| Bid | Agency | Start Date | End Date | Timeleft | Addendums |
|---------|--------|------------|----------|----------|-----------|
| No bids | | | | | |

Customer Support: vendorsupport@publicpurchase.com | Copyright 1999-2013 © | The Public Group, LLC. All rights reserved.

The Public | Group®

In order to register for an agency you will need to select that agency from the drop down menus on the right-hand side of the page. Click on *Select Region* to choose the State and *Select Agency* to choose the agency you are registering with from the list.

Select Region 
Select Agency 

This will take you to the Agency's home page. If you are not registered with the agency you will see *[Register with this agency]* to the upper-left of the page near their logo. Click on this link.

Public | Purchase™

Chat | Help | Logout



Open Bids for County of Kauai

| Title | Start Date |
|--|------------|
| There are no open bids for this agency at this time. | |

Registration Info for Agency: County of Kauai

Agency Name **County of Kauai**
Main Address **4444 Rice Street, Suite 303
Lihue, HI 96766**
Registration Status **Not Registered with this agency**

You will be directed to the County of Kaua'i Registration page. Depending on the agency, the vendor registration can be a *4-Step process* or a *5-Step process*.

Registration with County of Kauai

| | | | |
|----------------------|------------------------|------------|-----------------|
| Step 1: Introduction | Step 2: Classification | Step 3: W9 | Step 4: Confirm |
|----------------------|------------------------|------------|-----------------|

Step 1: Introduction - Please read through the information on the page. This will give you the agency's basic instructions for registration. When finished, *click "Continue"*. This will take you to the next step for registration.

Registration with County of Kauai

| | | | |
|----------------------|------------------------|------------|-----------------|
| Step 1: Introduction | Step 2: Classification | Step 3: W9 | Step 4: Confirm |
|----------------------|------------------------|------------|-----------------|

Agency Name: **County of Kauai**

Instructions:

- The agency has updated some of the information they request from vendors. Please take a minute and review the information.
- You can move back and forth between the steps using the "Continue" and "Back" buttons.
- Please make sure you complete the final step, "Confirm", and click the "Done" button.

[Continue](#) [Cancel](#)

Step 2: Classification - Here you will be able to select the classification codes that match the bids you want to be notified about. Usually you will enter the classification codes under which your company falls. The agency will enter the type of codes they use. It could be *NIGP*, *NAICS*, *SIC*, *SITC*, *UNSPSC*, or another code used only by their agency.

The classifications you have already chosen during Public Purchase registration will show up here as well. If you wish to remove one or more classifications, simply *click* on the *Trash Can* at the right side of the page.

Registration with County of Kauai

| | | | |
|----------------------|------------------------|------------|-----------------|
| Step 1: Introduction | Step 2: Classification | Step 3: W9 | Step 4: Confirm |
|----------------------|------------------------|------------|-----------------|

In order to match bids with interested vendors, this agency uses **NAICS** (North American Industry Classification System). To select classifications either Browse or Search and click on the "Add" button once you find the appropriate match for your business. You may have to drill down in browse to find appropriate classifications. If you have already selected your classifications for NAICS with other agencies, please take a moment to review the information to make sure it is accurate. Please note that you can always manage your classifications for all agencies from within the "Tools" area.

Classifications you have Selected

[236220] Commercial and institutional building construction



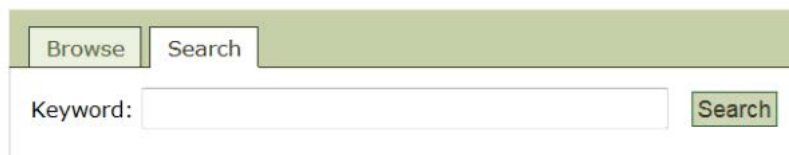
| | |
|---|--------|
| Browse | Search |
| <ul style="list-style-type: none">• Accommodation and food services• Administrative and support and waste management and remediation services• Agriculture, forestry, fishing and hunting• Arts, entertainment, and recreation• Construction• Educational services• Finance and insurance• Health care and social assistance | |

You can select additional classifications by using the *Browse Tab*, or using a *keyword* search under the *Search Tab*.



The screenshot shows a web interface with a green header bar containing two tabs: "Browse" and "Search". The "Browse" tab is selected. Below the tabs, a list of 20 classification categories is displayed, each preceded by a bullet point. The categories are: Accommodation and food services, Administrative and support and waste management and remediation services, Agriculture, forestry, fishing and hunting, Arts, entertainment, and recreation, Construction, Educational services, Finance and insurance, Health care and social assistance, Information, Management of companies and enterprises, Manufacturing, Mining, quarrying, and oil and gas extraction, Other services (except public administration), Professional, scientific, and technical services, Public administration, Real estate and rental and leasing, Retail trade, Transportation and warehousing, Utilities, and Wholesale trade.

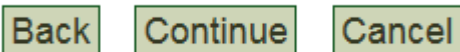
- Accommodation and food services
- Administrative and support and waste management and remediation services
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services
- Finance and insurance
- Health care and social assistance
- Information
- Management of companies and enterprises
- Manufacturing
- Mining, quarrying, and oil and gas extraction
- Other services (except public administration)
- Professional, scientific, and technical services
- Public administration
- Real estate and rental and leasing
- Retail trade
- Transportation and warehousing
- Utilities
- Wholesale trade



The screenshot shows a web interface with a green header bar containing two tabs: "Browse" and "Search". The "Search" tab is selected. Below the tabs, there is a search form with the label "Keyword:" followed by a text input field and a "Search" button.

Keyword:

Once you have completed your Classification Codes, *click "Continue"* and move to the next step.



The screenshot shows three buttons arranged horizontally: "Back", "Continue", and "Cancel". The "Continue" button is highlighted with a green background.

Step 3: W9 - This step will include any forms that the agency requires you fill out in order to work with them. This will usually include a W9 form, and any other tax information that they require. Simply enter your business' information in the required fields, or download the form(s) and send them back to the agency depending on the format they have listed on the site.

| Registration with County of Kauai | | | |
|---|---|---|---------------------------------------|
| Step 1: Introduction | Step 2: Classification | Step 3: W9 | Step 4: Confirm |
| The agency requests that you please complete the following form. | | | |
| Please make sure all required fields are filled in correctly. <ul style="list-style-type: none">• The city, state, and ZIP code are required• The address is required• The name is required• Signature of U.S. person is required | | | |
| Form W-9 | Request for Taxpayer Identification Number and Certification | | |
| Name (as shown on your income tax return) <input type="text"/> | | | |
| Business name, if different from above <input type="text"/> | | | |
| Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) <input type="text"/> <input type="checkbox"/> Other <input type="text"/> | | | <input type="checkbox"/> Exempt payee |
| Address (number, street, and apt. or suite no.) <input type="text"/> | | Requester's name and address (optional) <input type="text"/> | |
| City, state, and ZIP code <input type="text"/> | | | |
| List account number(s) here (optional) <input type="text"/> | | | |

Click "Continue" and you will be directed to the final step.

Back

Continue

Cancel

Step 4: Confirm - Here you will be asked to review all of the information you entered during the Agency Vendor Registration process. If everything is correct, *click "Done"* and you are ready to view and respond to bids from the agency!

Registration with County of Kauai

Step 1: Introduction ✓

Step 2: Classification ✓

Step 3: W9 ✓

Step 4: Confirm

Agency Name: **County of Kauai**

Review

- You selected classification codes from NAICS to describe your business.
- You completed the requested form: W9.

Back

Done

Cancel

When you *click Home* or log in, select the following:

Hawaii ▼
County of Kauai ▼

You should see this screen:

Public | Purchase™

Chat Help Logout



Open Bids for County of Kauai

You are registered with this agency.

| Title | Start Date |
|--|------------|
| There are no open bids for this agency at this time. | |

How do I manage agency registrations?

You can register with any agency on Public Purchase by clicking on the "Tools" tab and then on the "Agencies" sub-tab in the top-right corner of the page. You can then search for any Public Purchase agency by entering search terms into the fields at the top of the page and clicking the "Search" button. A list of agencies that match the search terms will appear at the bottom of the page (leaving all search fields blank will list all agencies registered on the website).


| | | |
|--------|----------|--------------|
| Browse | My Stuff | Tools |
|--------|----------|--------------|

| | | | | | |
|-------|--|-----------------|--|----------------|--|
| Admin | | Agencies | | Classification | |
|-------|--|-----------------|--|----------------|--|

Search for Agencies

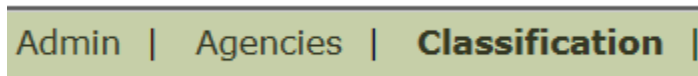
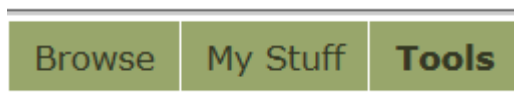
| | |
|---------------------------------------|--------------------------------------|
| Agency Name: | <input type="text"/> |
| New Agencies Since: | <input type="text"/> |
| Registration Status: | All <input type="button" value="v"/> |
| <input type="button" value="Search"/> | |

On the right side of the list of agencies in the "Registered" column, there will be a check mark next to each agency that you are currently registered. If there is a page icon behind the check mark, the agency has added additional registration requirements or documents. You will need to update your registration with the agency to ensure that you receive any future bid notifications and will be able to successfully respond to the agency's future bids. To the right of the registration column, you can view basic information on each agency and can click on the [Register] link to register with the agency. Some agencies may have unique registration requirements; others may not require any further information than what was required under your Public Purchase registration.

| City | State | Registered | |
|-------|-------|---|--------|
| Lihue | HI |  | [View] |

How do I manage my classifications codes?

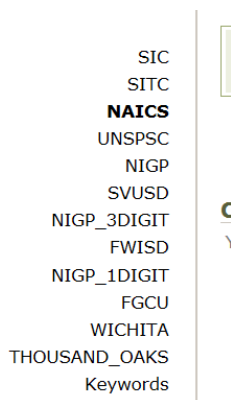
You can associate classification codes from several different classification systems on your Public Purchase profile. Additional classification codes can be added to your profile and you can manage your classifications at any time by clicking on the "Tools" tab and then the "Classification" sub-tab in the top-right corner of any page.



- Available Classification Codes
- Classification Codes and Bid Notification
- Selecting Classification Codes
- Removing Classification Codes

Available Classification Codes

Several classification systems are listed on the left side of the Classifications page. Public Purchase maintains the standard or most common classification codes including SIC (Standard Industrial Classification), SITC (Standard International Trade Classification), NAICS (North American Industry Classification System), UNSPSC (United Nations Standard Products and Services Code), and) as well as classification by keyword. This extensive list of standard classification systems is not comprehensive and some registered agencies might use a modified or customized classification system. If an agency uses a classification system not listed on the classification page, you will choose classification codes when you register with the agency.



Classification Codes and Bid Notification

Selecting proper classification codes allows vendors to be notified of bids that fit within the scope of products and/or services they provide. You need to both register with an agency and select the proper classification codes in order to receive bid notifications.

Selecting Classification Codes

To select a classification code, click on any of the classification systems on the left side of the page.

- Browse

From the "Browse" tab, click on one of the classification categories, which will open sub-categories until individual classification codes appear. Individual codes will have an [Add] link to the right of the code. Clicking on [Add] next to any code will select that code and add it with your vendor profile.



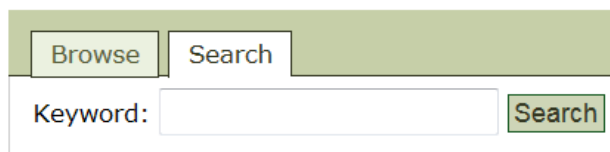
The screenshot shows a web interface with a green header bar containing two tabs: 'Browse' (selected) and 'Search'. Below the tabs, a list of classification categories is displayed:

- Accommodation and food services
- Administrative and support and waste management
- Agriculture, forestry, fishing and hunting
- Arts, entertainment, and recreation
- Construction
- Educational services

- **[236220] Commercial and institutional building construction**
[Definition] [Add]

- Search

You can also search for specific classification codes by selecting the "Search" tab, entering search terms in the keyword field, clicking "Search," and then clicking on the [Add] link next to the codes you would like to add to your profile.



The screenshot shows a web interface with a green header bar containing two tabs: 'Browse' and 'Search' (selected). Below the tabs, there is a search form with the label 'Keyword:' followed by a text input field and a green 'Search' button.

Removing Classification Codes

When you click on [Add], the code will be added to a list at the top of the page and the [Add] link will change to a Trash Can icon. You can unselect classification codes by clicking on the Trash Can icon next to the code you would like to remove. The code will be removed from your list of codes and the Trash Can icon will change back to the [Add] link.

Classifications you have Selected

[236220] Commercial and institutional building construction



How do I search for specific bids?

You can search for bids from specific agencies by selecting the Home tab, "Select Region" in the upper-right corner of the page, selecting a state from the pull-down menu, clicking "Select Agency" and selecting an agency from the pull-down menu. You will be able to view the agency's current and closed bids. Some agencies may require vendors to submit additional registration

information or acceptance of terms and conditions before gaining access to the agency's bids. If additional registration information or requirements are required, you will see a page that requests agency registration.


| | | | | |
|----------------------|------------------------|------------------------|--------------------------|-----------------------|
| Home | Search | Browse | My Stuff | Tools |
|----------------------|------------------------|------------------------|--------------------------|-----------------------|

Select Region 

Select Agency 

transitions to this:

Hawaii 

County of Kauai 

How do I check my bids?

When you are logged in, the "Home" tab will display two sections of bids, "Bids Invited To" and "Bids Responding To." The first section will list all your current invited bids (you should have *received an email invitation* for each bid on this list). The second section lists bids that you have placed an online response. From these bid sections, you can view the number or title of the bid, the start and end date as well as the date when the last addendum was added to the bid. You can quickly view if you have been invited to any new bids or if addendums have been recently added. Click on the title of any bid in the home tab to view bid information, download attached documents or place an online response.

| | | | | |
|----------------------|------------------------|------------------------|--------------------------|-----------------------|
| Home | Search | Browse | My Stuff | Tools |
|----------------------|------------------------|------------------------|--------------------------|-----------------------|

Bids Invited To






| Bid  | Agency  | Start Date  |
|---|--|--|
| No bids | | |

Bids Responding To

| Bid  | Agency  | Start Date  |
|---|--|--|
| No bids | | |

SAMPLE:

Bids Responding To

| Bid  | Agency  | Start Date  | End Date  | Timeleft | Addendums |
|--|--|--|--|----------|---------------------------|
| IFB-Const - FURNISH AND INSTALL TWO (2) OFF-SPEC PUMPS FOR WAIMEA WASTEWATER TREATMENT PLANT COUNTY OF KAUAI  | County of Kauai | Jun 23, 2015 5:35:14 PM HST | Jun 23, 2015 9:00:00 PM HST | 14 min | Jun 23, 2015 Jun 23, 2015 |